



GSA Subsidy Administration Payment Policy Army Fee Assistance (AFA) Program

The GSA Subsidy Administration Section on behalf of the U.S. Army is providing you with information regarding our payment process to ensure that all Families benefits are paid in a timely manner.

- 1) To receive payment, all child care providers must complete and submit a properly completed Invoice & Attendance Form to the GSA Subsidy Administration Section for payment. They should be submitted via email at armyinvoices.childcare@gsa.gov or via fax at **816-926-3642**. For invoices submitted to any other email address, the GSA cannot guarantee that payment will be made in a timely manner.
- 2) Each Invoice & Attendance Form must be completed in its entirety. A sample is shown below.
 - a. Period of Service
 - b. Attendance Record
 - c. Total Cost and Balance Due Portion. GSA has provided preprinted invoices with each new enrollment, which include the Sponsor/Member/Family Portion (the amount that the family must pay prior to the provider invoice being paid by GSA). The Child Care Provider must write in the Total Cost and Balance Due Portion as confirmation of the current cost that is being billed to the Family and the balance due after the Family has paid their required portion. Signature of the Child Care Provider. The Child Care Provider must sign the invoice, certifying that the child attended the center for the period of service listed and that the Total Cost indicated on the invoice is the correct cost charged to the Family for that period of service.
 - d. Signature of the Service member, spouse, or designated Power of Attorney (POA). This signature is certification that the information on the invoice is correct – that the Family received child care for the indicated period of service and that they were billed the amount shown on the invoice.

Standard Monthly Invoice

Army Fee Assistance (AFA) Invoice & Attendance Form

Provider: **ABC DAYCARE**
Address: **123 MAIN STREET
ANYTOWN, USA 12345**

Remit to Address, if different than above:
Email address: ABCDAYCARE@MAIL.COM

Tax ID # **123456789** & **00001** Agency Rep **ARMY00**
Phone # (555) 123-4567 Fax # (555) 234-5678

Sponsor Name: **JOHN SMITH**
Month of Service **March 2014**

To complete the attendance record, use the appropriate code below to indicate the type of care provided

FD	Full day care provided	PT	Part Time care provided	D	Daily
SF	School-age full day	SP	School-age part time	NC	No Care provided
SH	School holiday	T	Child Care Services TERMINATED	PS	Previously billed

Attendance & Billing Record:

Child Name: **LISA SMITH**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FD	FD	FD	FD	FD				FD	FD	FD	FD	FD	FD	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
FD	FD	FD	FD	FD			FD	FD	FD	FD	FD			FD

Total Cost \$ **975.00**

Less Sponsor/Family Portion \$ **610.00**

AFA/Balance Due Portion \$ **365.00**

Provider Signature *Sandy Daycare provider*

Sponsor Signature *John Smith*

Providers or parents who misrepresent information used to calculate Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed Invoice & Attendance Form via any of the following:

Fax: (816) 926-3642 Mail: General Services Administration / Attention: Child Care
Email: ArmyInvoices-Childcare@gsa.gov 1500 East Bannister Road, #1061
Questions: (866) 508-0371 Kansas City, MO 64121

Army 2802-02

- Month and Year of child care service being billed
- For each day of the month, add the code for the attendance of the child, from the list above the table
- Enter the Total Cost of the care
- Enter the Balance due (total cost less the family portion)
- Child Care Provider Signature
- Sponsor Signature

U.S. General Services Administration

2300 Main Street – 2SE, KCMO 64108
Tel: (866) 508-0371 • Fax: (816) 926-3642

armyinvoices.childcare@gsa.gov

Army 2015-03



4 & 5 Week Monthly Billing

Army Fee Assistance (AFA) Invoice & Attendance Form

Provider: **ABC DAYCARE**
Address: **123 MAIN STREET**
ANYTOWN, USA 12345

Remit to Address if different than above:
Email Address: **ABCDAYCARE@MAIL.COM**

Tax ID # **123456789** & **00001** Agency Rep
Phone # **(555) 123-4567** Fax # **(555) 234-5678**

Sponsor Name: **JOHN SMITH**
Month of Service: **March 2015**

To complete the attendance record, use the appropriate code below to indicate the type of care provided

FD	Full day care provided	PT	Part Time care provided	D	Daily
SF	School-age full day	SP	School-age part time	NC	No Care provided
SH	School holiday	T	Child Care Services TERMINATED	PB	Previously billed

Attendance & Billing Record:

Child Name		LISA SMITH												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	FD	FD	FD	FD	FD			FD	FD	FD	FD	FD		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
FD	FD	FD	FD	FD	FD		FD	FD	FD	FD	FD			FD

Total Cost \$ **1,000.00**

Sponsor/Family Required Weekly Portion Monday Billing **140.77** Number of Weeks **5** Less Sponsor Portion \$ **703.85**

AFA/Balance Due Portion \$ **296.15**

Provider Signature *Andy Daycare provider*

Sponsor Signature *John Smith*

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Fax: (816) 926-3642 Mail: General Services Administration / Attention: Child Care
E mail: ArmyInvoices.Childcare@gsa.gov 2300 Main St - 2SE
Questions: (866) 508-0371 Kansas City, MO 64108

Army 2015-02

- Month and Year of child care service being billed
- For each day of the month, add the code for the attendance of the child, from the list above the table
- Enter the Total Cost of the care
- Based upon the day of week your billing is based upon, enter the number of weeks for the month of service
- Multiply the Sponsor/Family Portion by the number of weeks and enter the total Sponsor/Family portion for the month
- Enter the Balance due (total cost less the family portion)
- Child Care Provider Signature
- Sponsor Signature

3) Invoices should be submitted as follows:

- For Monthly billing, invoices may be submitted on or after the 20th of the month.
- For Hourly or Daily Care, invoices should be submitted on or after the last day of the month.
- Invoices must be submitted **within 60 days** of period of service being rendered. Failure to submit invoices within a timely manner may result in the Child Care Provider not receiving payment.
- It is a shared responsibility of the Service member and Child Care provider to ensure that the Invoice & Attendance Records are accurate. Discrepancies may result in delayed payment.

- 4) Downward cost adjustments may occasionally occur due to individual situations, such as prorating Monthly costs due to vacation or illness. The Child Care Provider must ensure that the Total Cost indicated on the Invoice & Attendance Form reflects the **actual** total cost charged to the Family so that GSA can correctly calculate the subsidy amount for that period of service.
- 5) In the event that the Child Care Provider, or the Family, finds that there has been an overpayment or underpayment of benefits, you must inform GSA immediately at armyinvoices.childcare@gsa.gov in order to resolve the issue promptly, or else risk being removed from the program.

If you have any questions or need any additional assistance, please visit our website at <http://gsa.gov/childcaresubsidies> and from the left hand navigation choose either U.S. Army Fee Assistance or For Providers or feel free to contact us at childcareprovider@gsa.gov or (866) 508-0371.